

Office of the Dean

College of Information Sciences and Technology The Pennsylvania State University Eric J. Barron Innovation Hub 123 S. Burrowes Street State College, PA 16801-3867 814-865-3528 Fax: 814-865-5604 ist.psu.edu

Faculty Outside Professional Activities and Conflict of Commitment AC80 IST_AC-02 Administrative Guideline

The AC80 policy addresses conflict of commitment in the professional activities of faculty.

Required Prior Approval

A full list of outside professional activities that require prior approval can found <u>here</u>.

It should be noted that holding a tenure-line appointment or holding tenure at another institution will not be approved.

Requests for prior approval are made by submitting a Prior Approval Request in COINS, the University's Conflict of Interest system.

Required Disclosure

A full list of outside professional activities that require disclosure can be found here.

All faculty are required to disclose all Outside Professional Activities, including those for which Prior Approval was required and obtained, at least annually; within 30 days of starting a new Outside Professional Activity; prior to an application for sponsored funding; or in certain instances as identified within AC80, prior to starting the activity. Disclosures shall be made in COINS.

Please reference the full policy for additional information: <u>Policy AC80 Faculty Outside</u> <u>Professional Activities and Conflict of Commitment (Formerly HR80)</u>

The college does not have unit-specific guidelines or requirements beyond what is outlined in AC80.

Approved by: Dr. Andrew Sears, 09.02.2016

Revised 7.19.22 (sb)

Revised to add reporting now done via COINS 1.3.25 (sb)